TOWN OF
NEEDHAM
MASSACHUSETTS

Date: April 23, 2018
To: Town and School Officials
Private School Principals
Olin College, Office of the President

From: Dan Gutekanst, Superintendent of Schools
Kate Fitzpatrick, Town Manager
Re: Needham Schools Emergency Advisory Team (NSEAT)

Given the priority Needham schools and school administrators must place on the safety, security, and health of students and staff, especially in the aftermath of national tragedies like Newtown, the Marathon bombing, and Hurricane Sandy, it is critical for school and public safety officials to continue to collaborate and cooperate to ensure our schools and campuses are as secure as they can be.

Thank you for joining Town Manager Kate Fitzpatrick and me to form the Town of *Needham Schools Emergency Advisory Team* (NSEAT).

The purpose of NSEAT is to:

- Meet twice yearly to discuss general school health, safety, and security concerns and act as necessary;
- Share private and public school and Town safety and security ideas, information, and updates;
- Coordinate with the Town of Needham's Local Emergency Planning Committee (LEPC);
- Enhance communication between and among private and public school and Town leaders to promote student safety and wellbeing.

NSEAT only acts as a collaborative and advisory committee with a focus on school and student safety. It does not take the place of, oversee, or have authority over other existing private or public school or Town committees. We anticipate meeting no more than two times a year and/or as a specific and critical need arises.

We look forward to working together to ensure our Town's private and public schools and students are safe and secure.